

Submitting External Training Credits

Learning doesn't just happen in KeeleyU — if you've completed training outside our system, you can get credit for it here!

■ Not Eligible for Credit

(These don't meet the criteria for external training credit)

- **Regular team activities** — Team meetings, STPs, or similar sessions are considered routine work activities, not professional development.
- **KeeleyU courses** — Already tracked internally; complete the KeeleyU survey for credit instead.
- **Volunteer hours** — Should be reported to KeeleyCares, not submitted for training credit.

■ Needs Edits Before Approval

(Can be approved if corrected and resubmitted)

- **Maryville courses missing requirements**
 - Title must include the format **MaryvilleWORKS – [Course Name]**.
 - Certificate of completion must be uploaded for each course.
- **Incorrectly formatted submissions**
 - Must include both the training organization's name **and** the course title (format: *Organization – Course Name*).
 - Course title must follow the correct format (see examples in the "How to Submit" section below).
- **Submitted before the training occurs**
 - Submit only after the training is complete.

■ Approved if Submitted Correctly

(Will be approved if these criteria are met)

- **Job-related** external training: workshops, courses, conferences, certifications.
- Virtual or in-person learning with **clear learning objectives**.
- **Maryville University courses** taken through KeeleyU but not tracked automatically — must include "MaryvilleWORKS" in the course name when submitting.

How to Submit

1. **Go to:** KeeleyU Academy → Me → My Profile → Credits → Add External Credits/Certificates.
2. **Choose Type:** Select **External Professional Development Hours**.



INVESTORS IN PEOPLE

3. Enter Required Information:

- **Course Title** — Include both the training provider and the course name.
 - *Maryville courses:* Must begin with **MaryvilleWORKS** (example: *MaryvilleWORKS – Digital Marketing*).
 - *Other examples:*
 - ACA Conference – Workshop A
 - Viewrail webinar by Architectural Record
 - Vendor Learning Presentation – Cooperworks Commercial Cabinetry Ewing Training Room
- **Date Earned** — Use the completion date. For multi-day trainings, use the **last day**.
- **# of Credits** — Total training hours (instruction only).

4. Upload Certificate or Proof of Completion:

- **Required** for Maryville courses.
- **Optional but recommended** for all other courses.

5. After You Submit: Credits will appear as *Pending* until reviewed by KeeleyU, typically within 3 business days.

Review Your Approved Credits

- **To view each approved external training** (and any uploaded certificates): Go to **Me → My Certificates → External Certifications**.
- **To view a summary of approved external credits:** Go to **Me → My Dashboard → Summary**.
 - The top section shows **Total Credits**.
 - Below, you'll see a breakdown of:
 - **External Professional Development Hours**
 - **KeeleyU Professional Development Hours**
 - Allow up to **1 hour** for updates after your training is approved.

Need Help?

Watch the quick walkthrough video here: [KU Academy - Certifications & External PD Credits.mp4](#) or check out our step by step instructional document here: [How to Log Your External Training Credits](#)

Questions? Reach out to keeleyu@keeleycompanies.com